

**REQUEST FOR CAREER REFERRAL LIST  
REAL ESTATE CAREER PROGRAM**  
*(ER 690-1-955)*

**SECTION A: REQUEST AND VACANCY INFORMATION**

1. REQUESTING ACTIVITY *(Enter complete mailing address):*

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2. LOCAL REQUEST NUMBER *(If applicable):* \_\_\_\_\_

3. INFORMATION ON VACANCY:

a. POSITION TITLE, SERIES, AND GRADE \_\_\_\_\_

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b. FUNCTIONAL AREA *(If Chief, Real Estate or Project Manager position enter appropriate title. Otherwise enter the functional area of the position; i.e., Appraisal, Acquisition, Management & Disposal, or Planning and Control).*

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c. SUPERVISORY LEVEL *(Check One)*

\_\_\_\_\_ SUPERVISORY

\_\_\_\_\_ NONSUPERVISORY

4. TYPE OF LIST(S) REQUESTED *(Check all that apply; only one type of lateral list may be requested).*

\_\_\_\_\_ PROMOTABLES

\_\_\_\_\_ LATERALS *(Ranked)*

\_\_\_\_\_ LATERALS *(Unranked)*

**SECTION B: KNOWLEDGE - (Completed by selecting official. Circle appropriate knowledge necessary for high quality performance in the position vacancy. For each circled knowledge assign importance points (see instructions).)**

**NOTE: In most cases the knowledge will be confined to one functional area. In some instances, however, a position may require more than one functional area, such as Project Manager and Chief, Real Estate.**

**BASIC: KNOWLEDGE OF**

1. FEDERAL, STATE AND LOCAL REALTY LAWS, PRACTICES, REGULATIONS AND PROCEDURE.
2. REAL ESTATE CONTRACTS.
3. REAL ESTATE CONVEYANCES.
4. LAND TITLE AND CURATIVE PROCEDURES.
5. LEGAL DESCRIPTIONS, PLATS AND TECHNICAL DRAWINGS.
6. THE APPRAISAL PROCESS AND APPROACHES.
7. ESTATES OR INTERESTS IN REAL ESTATE.
8. THE ORGANIZATIONAL STRUCTURE AND INTERRELATIONSHIP OF ELEMENTS OF THE ARMY, AIR FORCE, CORPS OF ENGINEERS.
9. ENVIRONMENTAL AND CULTURAL LAWS AND REGULATIONS.

**SPECIALIZED: KNOWLEDGE OF ACQUISITION**

10. REGULATIONS, POLICIES, PRACTICES AND PROCEDURES GOVERNING ACQUISITION OF REAL PROPERTY AND RELATED FUNCTIONS. PRIMARILY AR 405-10, AFI 32-9001, AND ER 405-1-12.
11. REGULATIONS AND POLICIES IN CONNECTION WITH THE PLANNING PROCEDURES FOR REAL ESTATE ACQUISITION.
12. LAWS, GUIDELINES, AND PROCEDURES REGARDING DERP AND FUDS.
13. REQUIREMENTS OF TITLE III, PL 91-646, IN DEALING WITH LANDOWNERS.
14. BENEFITS AVAILABLE UNDER TITLE II, PL 91-646.
15. KNOWLEDGE OF REGULATIONS, POLICIES, AND PROCEDURES REGARDING THE LEASING OF REAL PROPERTY.
16. CONDEMNATION PROCESS.
17. POLICIES AND REQUIREMENTS FOR PROJECT COOPERATION AGREEMENTS.
18. RELOCATION OF FACILITIES.
19. CLOSING PROCEDURES.
20. THE ADMINISTRATION OF THE HOMEOWNERS ASSISTANCE PROGRAM INCLUDING THE DISPOSAL OF HOUSES.

**MANAGEMENT AND DISPOSAL**

21. REGULATIONS PERTAINING TO MANAGEMENT OF REAL PROPERTY (AR, AFR, DAR, DODI, FPMR, AND ER 405-1-12).
22. REGULATIONS PERTAINING TO DISPOSAL OF REAL PROPERTY (AR, AFR, DAR, DODI, FPMR, AND ER 405-1-12).
23. OUTGRANTING PROCEDURES, PROCESSING AND DOCUMENTATION.
24. DISPOSAL PROCEDURES, PROCESSING AND DOCUMENTATION.
25. UTILIZATION AND COMPLIANCE INSPECTION PROCEDURES, PROCESSES AND DOCUMENTATION.
26. TIMBER MANAGEMENT PRACTICES.
27. BASE REALIGNMENT AND CLOSURE PROCEDURES, POLICIES, AND REGULATIONS.

**MANAGEMENT AND DISPOSAL (Cont'd)**

28. LAND MANAGEMENT PRACTICES (*forestry, agronomy, etc.*)
29. WILDLIFE MANAGEMENT PRACTICES AND TECHNIQUES.
30. RECREATION AND RESOURCE PLANNING AND MANAGEMENT PRACTICES (*park management, resorts, and marina operations*).

**APPRAISAL**

31. THE REGULATIONS GOVERNING THE APPRAISAL PROCESS, e.g. ARMY AND DEPARTMENT OF JUSTICE REGULATIONS.
32. APPRAISAL PRACTICES, PRINCIPLES, APPROACHES, METHODS, AND TECHNIQUES.
33. NATURAL RESOURCE VALUATION INCLUDING MINERALS, WATER, WATER RIGHTS, ETC.
34. TIMBER APPRAISING.
35. LESSER INTERESTS APPRAISING INCLUDING EASEMENTS, LEASING, ETC.
36. INDUSTRIAL APPRAISING.
37. RURAL (*farm, ranch, orchard*) APPRAISING.
38. URBAN (*residential, apartment, commercial*) APPRAISING.
39. THE METHODS AND TECHNIQUES OF GROSS APPRAISALS FOR PLANNING DOCUMENTS.
40. REAL ESTATE FINANCE PRACTICES AND THE GENERAL ECONOMIC PRINCIPLES INCLUDING HIGHEST/BEST USE ANALYSIS.
41. CONDEMNATION PROCEDURES IN FEDERAL COURTS.

**PLANNING AND CONTROL**

42. REGULATIONS, POLICIES, AND PROCEDURES GOVERNING ACQUISITION PLANNING AND RELATED FUNCTIONS. PRIMARILY AR 405-10, AFI 32-9001 AND ER 405-1-12.
43. REGULATIONS, POLICIES AND PROCEDURES GOVERNING PROGRAMMING, BUDGETING AND MANAGEMENT OF FUNDS FOR REAL ESTATE REQUIREMENTS.
44. THE REGULATIONS AND PROCEDURES GOVERNING REAL ESTATE AUDITS AND THE DOCUMENTATION THEREOF.
45. CARTOGRAPHY FOR REAL ESTATE MAPPING INCLUDING CADD.
46. THE PROCEDURES GOVERNING THE PREPARATION, ESTABLISHMENT, RETENTION, MANAGEMENT AND DISPOSITION OF REAL ESTATE RECORDS.
47. METHODS AND PROCEDURES GOVERNING REAL PROPERTY ACCOUNTABILITY AND RECONCILIATION.
48. APPLICATION OF AUTOMATED SYSTEMS.

**ADMINISTRATIVE**

49. THE FEDERAL POSITION MANAGEMENT POLICY AND PRINCIPLES.
50. FEDERAL PERFORMANCE APPRAISAL POLICY AND ITS APPLICATION TO INCENTIVE AWARDS, TRAINING AND ADVERSE PERSONNEL ACTIONS.
51. EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION REGULATIONS, POLICIES AND OBJECTIVES.
52. REAL ESTATE PROGRAMMING PROCEDURES AND SCHEDULING TECHNIQUES (*manpower, budgeting and funding*).
53. BASIC ECONOMIC PRINCIPLES AS THEY APPLY TO THE REAL ESTATE PROFESSION AND RELATED ACTIVITIES.
54. ORGANIZATIONAL POLICIES, PROGRAM GOALS, AND PRIORITIES.

**SECTION C: ABILITIES.** *(Completed by selecting official. Circle appropriate abilities necessary for high quality performance in the position. For each circled ability assign importance points (see instructions).)*


**ABILITY**

1. **ABILITY TO DIRECT WORK ACTIVITIES:** ABILITY TO ASSIGN OR DELEGATE WORK AND TO MONITOR THE WORK OF OTHERS.
2. **ABILITY TO PLAN AND ORGANIZE:** ABILITY TO ESTABLISH OBJECTIVES, REQUIREMENTS, PRIORITIES AND DEADLINES IN ORDER TO DETERMINE THE COURSE OF ACTION FOR WORK.
3. **HUMAN RELATIONS ABILITY:** ABILITY TO INTERACT WITH OTHERS IN A ONE-ON-ONE OR GROUP SITUATION. *(Often called "team work", "cooperation", "interpersonal skills", "ability to meet and deal", and "tact" and "diplomacy".)*
4. **ABILITY TO ANALYZE:** ABILITY TO OBTAIN INFORMATION, DEFINE PROBLEMS, IDENTIFY RELATIONSHIPS, EVALUATE QUALITY, ASSESS IMPACTS, AND MAKE CONCLUSIONS/RECOMMENDATIONS; INCLUDES THE ABILITY TO DETERMINE QUALITY OF PROJECTS, PROGRAMS, OR PERFORMANCE BY COMPARISON AGAINST REGULATIONS OR OBJECTIVES.


**ABILITY (Cont'd)**

5. **ABILITY TO COMMUNICATE ORALLY:** ABILITY TO BRIEF, INSTRUCT, EXPLAIN, ADVISE, OR PERSUADE ON REAL ESTATE MATTERS.
6. **ABILITY TO WRITE:** ABILITY TO EXPRESS IDEAS IN WRITING *(e.g., reports, information papers memoranda, letters and manuals).*
7. **ABILITY TO INNOVATE:** ABILITY TO DEVELOP NEW OR REVISED POLICIES, METHODS, PROCEDURES, PROGRAMS, OR SOLUTIONS TO PROBLEMS.
8. **ABILITY TO INITIATE ACTION:** ABILITY TO INDEPENDENTLY ORIGINATE ACTION. *(One who demonstrates this ability is often called a self-starter.)*

**SECTION D: COMPUTATION.** *(Completed by Selecting Official.)*

1. STEP 1 - TOTAL NUMBER OF CIRCLED KNOWLEDGES AND ABILITIES \_\_\_\_\_
2. STEP 2 - MULTIPLY THE NUMBER IN STEP 1 BY 2 \_\_\_\_\_
3. STEP 3 - CHECK TO ENSURE THAT THE TOTAL NUMBER OF POINTS ASSIGNED IN SECTIONS B&C IS EQUAL TO THE TOTAL IN STEP 2.

\_\_\_\_\_  
NAME AND POSITION OF SELECTING OFFICIAL *(Type/Print)*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SECTION E: AUTHENTICATION.** *(Completed by Civilian Personnel Representative.)*

\_\_\_\_\_  
NAME AND POSITION OF SELECTING OFFICIAL *(Type/Print)*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SECTION F: Attach copy of position description.**